

# Video Conferencing

## Tandberg 880 Portable Unit

Video conferencing enables your students to participate in a two-way communication with another classroom or group of persons.



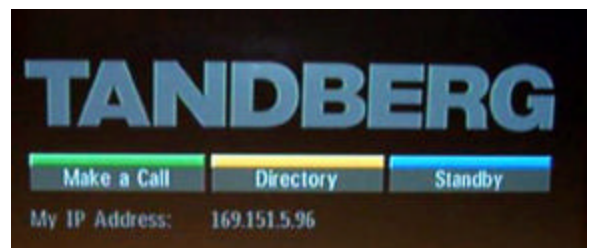
## Plus Projector



The Tandberg 880 video conferencing unit can be used with either a projector or a television. For optimal viewing by a large group, use the Plus U2-X1130 Projector, available in each elementary school.

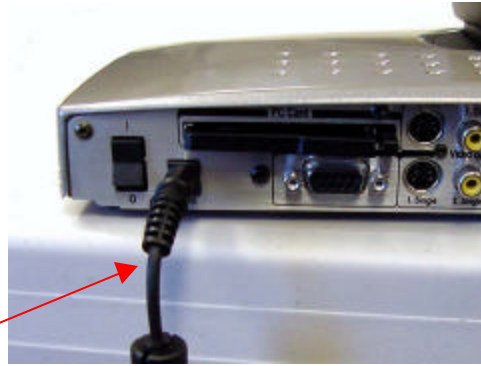
Video conferencing in Plano ISD uses the Internet for transmission, so the Tandberg 880 must be connected to a network drop. One of the participants in the video conference calls the other by using the **IP address** of the network drop currently being used by the Tandberg 880.

- If the other party is placing the call, you must first obtain your IP address and give it to the other party. When the system boots up, your IP address will be displayed. To return to this screen later, click the **green quick key** at the top of the remote control.
- To place a call, use the number keys on the remote control to enter the IP address and then press **connect**. (Use the asterisk for the periods in the IP address.)
- To receive a call, press the **connect** button on the remote control.
- When the conference is finished, press the **disconnect** button on the remote control.



## To use with the Plus Projector

### Power Supply



1. Connect the power supply to the Tandberg unit.
2. Plug the cord from the power supply into an electrical outlet.

### Ethernet Cable



3. Connect the ethernet cable to the Tandberg unit.
4. Connect the other end of the ethernet cable to a network drop in your classroom.

### Microphone



5. Connect the microphone to the Tandberg unit.

Composite Video Cable  
(yellow)

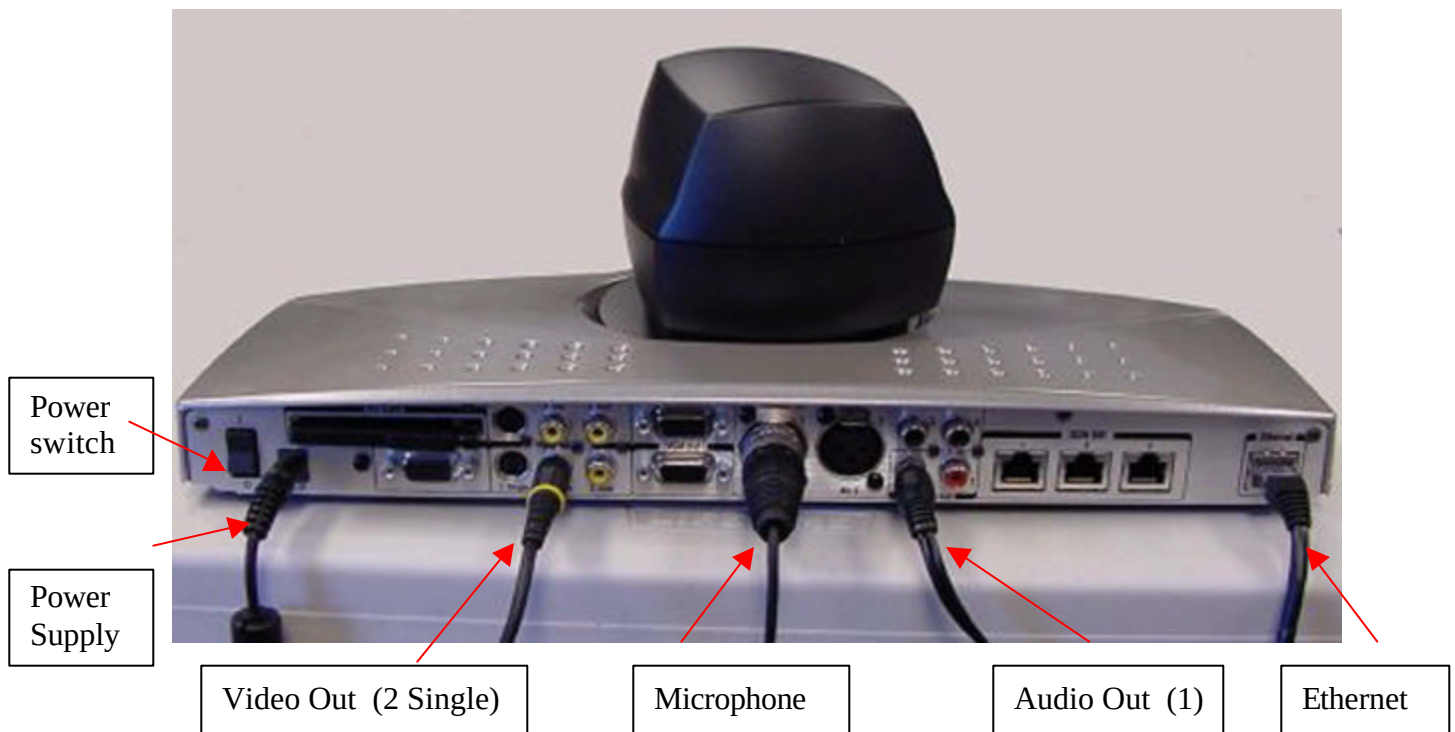


6. Connect the composite video cable to the **Video Out (2 Single)** port on the Tandberg.

Composite Audio Cable (red & black)



7. Connect the composite audio cable to the **Audio Out (1)** port on the Tandberg unit.



Completed connections on back of Tandberg 880

8. Place the microphone flat on a table, at least 6.5 feet from the Tandberg camera/computer unit. The cord feeding into the microphone should always be facing the Tandberg unit.

## Connections on the Plus Projector

1. Connect the composite video cable to the **video port** on the projector.



2. Connect the composite audio cable to the **audio (L/Mono)** port on the projector.

3. Connect the projector power cord to the projector.

4. Connect the power cord to an electrical outlet.

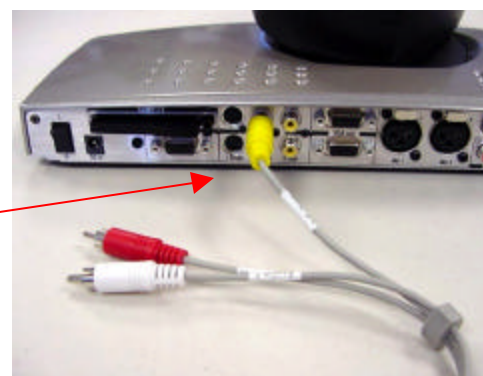


5. Use the projector remote control to select **Video** as the source.

## Using a Document Camera (Elmo):

1. Using the composite cable that came with the Elmo (vid), connect the cable (yellow) to the **Output Video** port on the **Elmo**.

2. Connect the other end of the cable (yellow) to the **Video In 3 Doc** port on the Tandberg.

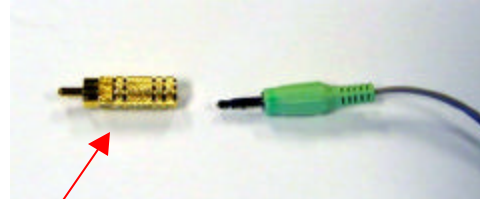


3. Use the remote control to select **doc cam**.
4. When finished showing the document, use the remote control to select **main cam**.

Note: the document camera can also be connected using the S-Video cable. When using the S-Video cable, use the remote control to select **aux** for the video source (camera).

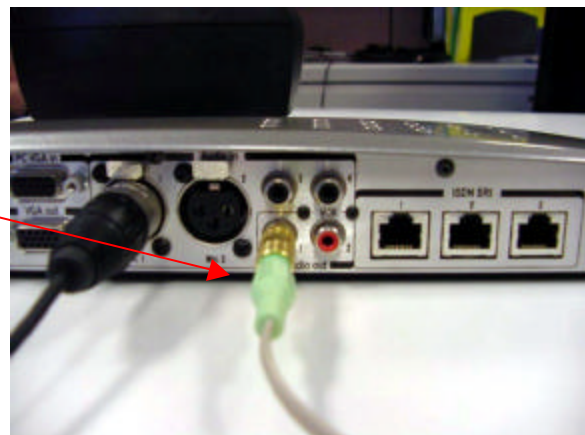
## Optional Speakers

1. If needed, attach external speakers to the Tandberg. \*\*You will need an adapter for this: male composite (RCA) to female 1/8" mini plug. (Radio Shack part # 274-871)



adapter

2. Connect to the **Audio Out 1** port on the Tandberg.



## Main Camera Control

to zoom in and out



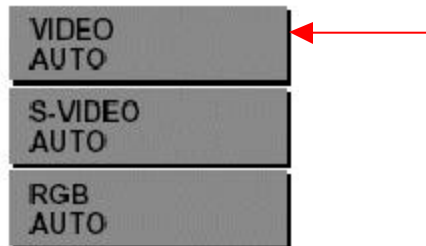
to pan or tilt the camera



## Picture in Picture

To move the picture-in-picture, press the **Move PIP** button on the remote control.

## Trouble Shooting

|                                     |                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The call did not connect.        | 1. Check to be sure the IP address was entered correctly.                                                                                                                                                                                                                                                                                                                       |
| 2. You cannot hear the other party. | <p>2. Ask the other party to be sure they have not selected <b>Mic Off</b>.</p> <p>Use the <b>projector</b> remote control to adjust the volume on the projector.</p> <p>Use the <b>Tandberg</b> remote control to adjust the volume on the Tandberg 880.</p> <p>If using external speakers, check to see that the speakers are turned on and that the volume is turned up.</p> |
| 3. The other party cannot hear you. | 3. Check to be sure that you have not selected <b>Mic Off</b> . There will be an on-screen indicator when the microphone is off. Pressing <b>Mic Off</b> one more time will turn the microphone on.                                                                                                                                                                             |
| 4. You cannot see the other party.  | <p>4. Use the <b>projector</b> remote control to check your video source. It should be on <b>Video Auto</b>.</p>                                                                                                                                                                            |

|                                    |                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------|
|                                    | You may have accidentally chosen Selfview. Push the <b>Far End</b> button on the <b>Tandberg</b> remote control. |
| 5. The other party cannot see you. | 5. Use the <b>Tandberg</b> remote control to select <b>Main Cam</b> .                                            |

### **Note:**

When disconnecting the unit, you must push the button that is above the microphone plug in order to unplug the microphone.

### **Tips for Successful Video Conferencing**

1. Plan early.
2. Notify Instructional Technology 3 weeks in advance when the video conference will be with a party outside of PISD.
3. Discuss with the other party which one of you will make the call.
4. Reserve both the Plus projector and the Tandberg 880 for the date of the conference.
5. Prepare students for participation
  - a. Students should remain quiet and raise their hands to be recognized before speaking.
  - b. Explain to students the purpose of the conference.
  - c. Have students prepare a list of discussion topics, points to make, and questions to ask during the conference.
  - d. Be sure students have received any related instruction before the conference.
6. Arrange to have the equipment in your room early enough to connect everything, determine your IP address, and prepare for the call.
7. Provide follow-up activities to emphasize important points of the conference.